



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

House Keeping Chemicals And Their Safe Use

Effective Date: April 12, 2016

Policy #: HL-01

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- I. PURPOSE:** To provide knowledge required for safe and effective use of disinfecting and cleansing chemicals commonly used in the housekeeping department and by Direct Care and Food Service Staff.
- II. POLICY:** Montana State Hospital (MSH) staff will use cleaning chemicals in accordance with the manufacturers' directions for safe handling. During departmental orientation and, as needed, information about the safe use of these chemicals, the location and use of the MSDS references will be reviewed with Housekeeping personnel (when new products are introduced).
- III. DEFINITIONS:** None.
- IV. RESPONSIBILITY:**
 - A. Housekeeping Manager will ensure a process is in place to educate housekeeping employees on the safe use of chemicals/products used at MSH.
 - B. Housekeeping staff are responsible for adhering to this policy and for becoming familiar with chemical MSDS information for products used on a daily basis.
 - C. Kitchen staff will use products according to this policy and will ensure familiarity with MSDS information on products used in their area.
 - D. Unit staff is responsible to ensure the safe storage of all chemicals on their unit and will not allow patients, including those patients who are assigned on unit tasks, to have access to the bottles of chemicals.
- V. PROCEDURE:**
 - A. All employees expected to use cleaning chemicals will be educated in the proper handling and storage of cleaning chemicals and the use of protective gear. Employees will be guided on the use of MSDS'. Label reading, and the usage of MSDS and chemicals is very important. The MSDS for an individual substance should always be consulted before a chemical is used for any reason. It is the best source of information about possible hazards, spill procedures, handling procedures and first aid for any substance. Training will be conducted on orientation and annually.
 - 1. Never mix chemicals
 - 2. Follow safe use instructions as outlined by the manufacturer and in the Housekeeping Policy/Procedure Manual.
 - 3. Do not give any patient including on unit patient employees any cleaning chemical.

- B. The Housekeeping Manager will monitor chemical use and storage areas regularly to ensure products are sealed and labeled properly.
- C. MSH will only purchase cleaning chemicals that are approved by the Safety Officer, Housekeeping Manager and the Infection Preventionist.
- D. The Housekeeping Manager and Infection Preventionist will collaborate on selecting the appropriate cleaning chemical to use in the care of hospital equipment.
- E. Safe Storage of Cleaning Chemicals
 - 1. Housekeepers must keep cleaning products, which are not directly being used, locked in their housekeeper's cart.
 - 2. Products such as floor stripper, sealer and finisher are stored in housekeeping locked closets and the Housekeeping Department away from public areas.
 - 3. These products will only be used by Housekeeping, Dietary and Maintenance Staff.
- F. Patient use of Cleaning Chemicals
 - 1. Patients are not allowed to use cleaning chemicals.

VI. REFERENCES: None

VII. COLLABORATED WITH: Housekeeping Manager, Safety Officer, Director of Nursing Services, Infection Preventionist, and the Director of Quality Improvement.

VIII. RESCISSIONS: # HL – 01, *Chemicals and Their Safe Use* dated April 30, 2013; # HL – 01, *Chemicals and Their Safe Use* dated December 1, 2007; #HL-01, *Chemicals and Their Safe Use* dated November 17, 2004; #HL-01, *Chemicals and Their Safe Use* dated May 20, 2002; Policy # HL-01, *Chemicals and Their Safe Use* dated February 14, 2000; and HOPP #HK-01, *Chemicals and Their Safe Use* dated May 8, 1977.

IX. DISTRIBUTION: All hospital policy manuals.

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Housekeeping Manager

XII. ATTACHMENTS: None

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John W. Glueckert Date
Administrator